



***ROANOKE CITY COUNCIL
REGULAR SESSION***

***DECEMBER 3, 2001
12:15 P.M.***

CITY COUNCIL CHAMBER

AGENDA FOR THE COUNCIL

1. Call to Order--Roll Call.

A communication from the Honorable Ralph K. Smith, Mayor, requesting a Closed Meeting to discuss vacancies on various authorities, boards, commissions and committees appointed by Council, pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended.

P. 8

A communication from Council Member C. Nelson Harris, Chair, City Council's Personnel Committee, requesting that Council meet in Closed Meeting to discuss appointment of a new Director of Finance, pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended.

P. 9

THE MEETING WILL BE DECLARED IN RECESS TO BE IMMEDIATELY RECONVENED IN THE EMERGENCY OPERATIONS CENTER CONFERENCE ROOM, ROOM 159, FOR A MEETING OF CITY COUNCIL/THE ROANOKE CITY SCHOOL BOARD/AND AREA LEGISLATORS.



***ROANOKE CITY COUNCIL
REGULAR SESSION***

***DECEMBER 3, 2001
2:00 P.M.***

CITY COUNCIL CHAMBER

AGENDA FOR THE COUNCIL

1. Call to Order--Roll Call.

The Invocation will be delivered by The Reverend Kevin S. Smith, Pastor, Washington Heights Grace Brethren Church.

The Pledge of Allegiance to the Flag of the United States of America will be led by Mayor Ralph K. Smith.

Welcome. Mayor Smith.

NOTICE:

Meetings of Roanoke City Council are televised live on RVTV Channel 3. Today's meeting will be replayed on Channel 3 on Thursday, December 6, 2001, at 7:00 p.m., and Saturday, December 8, 2001, at 4:00 p.m. Council meetings are now being offered with closed captioning for the hearing impaired.

ANNOUNCEMENTS:

THE PUBLIC IS ADVISED THAT MEMBERS OF COUNCIL RECEIVE THE CITY COUNCIL AGENDA AND RELATED COMMUNICATIONS, REPORTS, ORDINANCES AND RESOLUTIONS, ETC., ON THE THURSDAY PRIOR TO THE COUNCIL MEETING TO PROVIDE SUFFICIENT TIME FOR REVIEW OF INFORMATION. CITIZENS WHO ARE INTERESTED IN OBTAINING A COPY OF ANY ITEM LISTED ON THE AGENDA MAY CONTACT THE CITY CLERK'S OFFICE, ROOM 456, NOEL C. TAYLOR MUNICIPAL BUILDING, 215 CHURCH AVENUE, S. W., OR CALL 853-2541.

THE CITY CLERK'S OFFICE NOW PROVIDES THE CITY COUNCIL AGENDA PACKAGE ON THE INTERNET FOR VIEWING AND RESEARCH PURPOSES. TO ACCESS THE AGENDA MATERIAL, GO TO THE CITY'S HOMEPAGE AT WWW.ROANOKEGOV.COM, CLICK ON THE ROANOKE CITY COUNCIL ICON, CLICK ON MEETINGS AND AGENDAS, AND DOWNLOAD THE ADOBE ACROBAT SOFTWARE TO ACCESS THE AGENDA.

ALL PERSONS WISHING TO ADDRESS COUNCIL ARE REQUESTED TO REGISTER WITH THE STAFF ASSISTANT WHO IS LOCATED AT THE ENTRANCE TO THE COUNCIL CHAMBER. ON THE SAME AGENDA ITEM, ONE TO FOUR SPEAKERS WILL BE ALLOTTED FIVE MINUTES EACH, HOWEVER, IF THERE ARE MORE THAN FOUR SPEAKERS, EACH SPEAKER WILL BE ALLOTTED THREE MINUTES.

ANY PERSON WHO IS INTERESTED IN SERVING ON A CITY COUNCIL APPOINTED AUTHORITY, BOARD, COMMISSION OR COMMITTEE IS REQUESTED TO CONTACT THE CITY CLERK'S OFFICE AT 853-2541 TO OBTAIN AN APPLICATION.

2. PRESENTATIONS AND ACKNOWLEDGMENTS:

Proclamation declaring Monday, December 3, 2001 as Wendy's High School Heisman Day.

3. CONSENT AGENDA

ALL MATTERS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE MEMBERS OF CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THE ITEMS. IF DISCUSSION IS DESIRED, THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.

- C-1 Minutes of the Joint Audit Committee meeting of the Roanoke City Council and the Roanoke City School Board held on Wednesday, November 14, 2001.

P. 10

RECOMMENDED ACTION: Receive and file.

- C-2 A communication from the City Manager recommending that a public hearing be advertised for Monday, December 17, 2001, at 7:00 p.m., or as soon thereafter as the matter may be heard, in connection with a lease agreement with Carilion Medical Center for parking space at Victory Stadium.

P. 13

RECOMMENDED ACTION: Concur in request.

- C-3 Qualification of the following persons:

Henry Scholz and Stark H. Jones as members of the Roanoke Neighborhood Partnership Steering Committee for terms ending November 30, 2004;

William L. Bova as a Director of the Industrial Development Authority of the City of Roanoke for a term ending October 20, 2005; and

Courtney A. Penn as a member of the Advisory Board of Human Development for a term ending November 30, 2005, and as a member of the Roanoke Arts Commission to fill the unexpired term of Sherlie Doherty, resigned, ending June 30, 2003.

RECOMMENDED ACTION: Receive and file.

REGULAR AGENDA

4. PUBLIC HEARINGS:

- a. Public hearing with regard to issuance of \$12 million of Qualified Redevelopment Bonds in connection with the South Jefferson Redevelopment Area, also known as the Riverside Centre for Research and Technology. James D. Grisso, Director of Finance; and Darlene L. Burcham, City Manager.

P. 16 R. 17

5. PETITIONS AND COMMUNICATIONS:

- a. Request of Keith Farmer, Director, Straight Street, to discuss a zoning issue.
- b. Update on the 2001 United Way of Roanoke Valley Campaign. Frank R. Rogan, President/CEO.

P. 19

P. 23

6. REPORTS OF CITY OFFICERS:

- a. CITY MANAGER:

BRIEFINGS: NONE.

ITEMS RECOMMENDED FOR ACTION:

- | | | |
|----|---|------------------------------------|
| 1. | A communication recommending acceptance of the bid submitted by Innovative Arena Products, Inc., for purchase and installation of an ice floor covering at the Roanoke Civic Center, in the amount of \$100,966.00; and that all other bids received by the City be rejected. | P. 25
R. 28 |
| 2. | A communication recommending acceptance of the bid submitted by H. & S. Construction Co., in connection with Phase VI - New Concrete Sidewalks, Entrances and Curb on various streets within the City, in the amount of \$719,775.00; and transfer of funds in connection therewith. | P. 29
B/O. 34
O. 35 |
| 3. | A communication recommending acceptance of the bid submitted by Breakell, Inc., for construction of an elevated walkway in front of Warehouse Row between First Street and Second Street, S. W., in the amount of \$645,969.00; execution of an agreement with American Electric Power to provide appropriate street lights and associated electrical work for Phase V of the Railside Linear Walk Project, in an amount not to exceed \$200,000.00; and transfer and appropriation of funds in connection therewith. | P. 37
B/O. 40
O. 42
O. 44 |
| 4. | A communication with regard to rejection of bids received for telephone system. | P. 45 |
| b. | DIRECTOR OF FINANCE: | |
| 1. | Financial Report for the month of October 2001. | P. 47 |
| 2. | A report transmitting the Comprehensive Annual Financial Report for the City of Roanoke and the City of Roanoke Pension Plan for the year ended June 30, 2001. | P. 64 |

7. REPORTS OF COMMITTEES: NONE.

8. UNFINISHED BUSINESS: NONE.

9. INTRODUCTION AND CONSIDERATION OF ORDINANCES AND RESOLUTIONS:

- a. A resolution recognizing Edward T. Burton as the 2001 Citizen of the Year.

P. 66

10. MOTIONS AND MISCELLANEOUS BUSINESS:

- a. Inquiries and/or comments by the Mayor, Vice-Mayor and Members of City Council.
- b. Vacancies on various authorities, boards, commissions and committees appointed by Council.

P. 68

11. CITY MANAGER COMMENTS:

12. HEARING OF CITIZENS UPON PUBLIC MATTERS:

CITY COUNCIL SETS THIS TIME AS A PRIORITY FOR CITIZENS TO BE HEARD. MATTERS REQUIRING REFERRAL TO THE CITY MANAGER WILL BE REFERRED IMMEDIATELY FOR ANY NECESSARY AND APPROPRIATE RESPONSE, RECOMMENDATION OR REPORT TO COUNCIL.

CERTIFICATION OF CLOSED SESSION.

**CITY OF ROANOKE
OFFICE OF THE MAYOR**

215 CHURCH AVENUE, S.W., ROOM 452
ROANOKE, VIRGINIA 24011-1594
TELEPHONE: (540) 853-2444
FAX: (540) 853-1145

RALPH K. SMITH
Mayor


December 3, 2001

The Honorable Vice-Mayor and
Members of the Roanoke City Council
Roanoke, Virginia

Dear Members of Council:

I wish to request a Closed Meeting to discuss vacancies on various authorities, boards, commissions and committees appointed by Council, pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended.

Sincerely,



Ralph K. Smith
Mayor

RKS:sm

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CITY OF ROANOKE
CITY COUNCIL

215 Church Avenue, S.W., Room 456
Roanoke, Virginia 24011-1536
Telephone: (540) 853-2541
Fax: (540) 853-1145

RALPH K. SMITH
Mayor

Council Members:
William D. Bestpitch
William H. Carder
C. Nelson Harris
W. Alvin Hudson, Jr.
William White, Sr.
Linda F. Wyatt

December 3, 2001

The Honorable Mayor and Members
Roanoke City Council
Roanoke, Virginia

Dear Mayor Smith and Members of Council:

Pursuant to Section 2.1-344 (A) (1), Code of Virginia, (1950), as amended, I am requesting that Council convene in a Closed Session to discuss the appointment of a new Director of Finance, pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended.

With kindest regards, I am

Sincerely,



C. Nelson Harris, Chair
Personnel Committee

CNH:sm

MINUTES OF JOINT ROANOKE CITY COUNCIL AUDIT COMMITTEE
&
ROANOKE CITY SCHOOL BOARD AUDIT COMMITTEE

C-1

November 14, 2001

1. CALL TO ORDER:

The meeting of the Roanoke City School Board Audit Committee was called to order at 6:05 p.m., on November 14, 2001, with Chairman, Ruth C. Willson, presiding. The meeting of the Roanoke City Audit Committee was called to order at 6:08 p.m., on November 14, 2001, with Chairman, William White, Sr., presiding.

- The roll for the School Board Audit Committee was called by Mrs. Lee
- The roll for the City Audit Committee was called by Mrs. Powers

Roanoke City Audit Committee

Members Present: William White, Sr., Chairman
Mayor Ralph K. Smith
Linda F. Wyatt

School Board Audit Committee

Members Present: Ruth C. Willson, Chairman
Charles W. Day
Marsha W. Ellison
Gloria P. Manns
Melinda J. Payne

Others Present: William D. Bestpitch, Council Member
Drew Harmon, Municipal Auditor
George C. Snead, Jr., Assistant City Manager for Operations
Rolanda Johnson, Assistant City Manager for Community Development
William M. Hackworth, City Attorney
Elizabeth Dillon, Assistant City Attorney
Dr. E. Wayne Harris, Superintendent Roanoke City Public Schools
Todd Jackson, Roanoke Times
Joe Dashiell, WDBJ7 News
Cindy Lee, Clerk of School Board
Evelyn W. Powers, Administrative Assistant

2. STATEMENT OF PURPOSE:

Mr. White stated that the City Audit Committee did not have a quorum due to an illness by one of the members. Mr. White reported that the City Audit Committee would discuss the items, and take action at the December 3, 2001, regular scheduled Audit Committee meeting. Mr. White stated that the purpose of this meeting was for the City and the School Board to work together to improve the accountability over the assets of the City and the School Board for the citizens of Roanoke. Mr. White said that the funds of the City were not just the City's or the School Board's; the funds are all

Audit Committee Minutes

Page 2

together and we need to work together to improve the quality of life for all the citizens who live in Roanoke and the students who attend the schools.

3. ENGAGEMENT LETTER:

- A. Engagement Letter
- B. Annual Plan for FY2002

Mr. Harmon explained to the City Audit Committee that the School Board Audit Committee had met the night before and had proposed some changes to the letter. Mr. Harmon said that his office was comfortable with the letter, as revised, and did not feel that it interfered or obstructed his department's work. Mr. Harmon said that the letter has been reviewed by Mr. Hackworth, City Attorney and Elizabeth Dillon, Assistant City Attorney and that both believed the letter is consistent with the Ordinance passed by Council in September. Mr. Harmon reviewed the revision with the Committee.

Mayor Smith expressed concerns about the release of audit reports to the public being unnecessarily delayed. Mayor Smith asked if it would be appropriate to add language to the letter to require timely release of reports. Mr. Hackworth stated that we should be careful about language that addresses matters already addressed by the Freedom of Information Act. Mrs. Wyatt stated that depending on what is to be copied, more time might be required to comply with a request. She stated that there was no way one could anticipate how many citizens would request copies of audit reports. There was general discussion about reports being made available on the Internet once the reports are received by the School Board Audit Committee. Mayor Smith wanted to make sure that there would not be any stalling using the 5 days as outlined in the FOIA law as an excuse to withhold information.

Due to the lack of a quorum, the City Audit Committee could not make a motion on the Engagement Letter. A motion will be entertained at the December 3, 2001, meeting.

Ruth Willson, Chairman of the School Board Audit Committee meeting stated that the School Board Audit Committee is now a Committee of the whole board. She said that the School Board supports the internal audit process and thinks that it serves a useful purpose and should help improve operations. She welcomed everyone to the meeting. Mrs. Willson said that the School Board was ready to move forward. She thanked Mr. White and Mr. Harmon for their active role in getting the Engagement Letter ready in a timely manner for Tuesday's School Board meeting. The School Board approved the "Draft" letter with the proposed word changes. Mrs. Willson made a request for a motion to accept the Engagement Letter with the proposed word changes. Mrs. Ellison made the motion to approve the Engagement Letter as presented with the proposed word changes. The motion was seconded by Mr. Day. There was no discussion and the motion was approved unanimously.

Mr. White recognized Mr. Harmon to discuss the Annual Audit Plan for FY2002. Mr. Harmon briefed the Committee on the Annual Audit Plan. Mr. Harmon said that the plan was self-explanatory and that he would be glad to entertain any questions. There

Audit Committee Minutes

Page 3

were no questions. Mr. White again explained that due to the lack of a quorum, the City Audit Committee would take action at the December 3, 2001 meeting. Mrs. Willson made a request for a motion to accept the Annual Audit Plan for FY2002. The motion was made by Mr. Day and seconded by Mrs. Manns. There was no discussion and the motion was approved unanimously.

4. NEW BUSINESS:

A. Schedule School Board Audit Committee Meetings for FY2002

Mr. White recognized Mr. Harmon for comments. Mr. Harmon briefed the Committee on the schedule for FY2002 School Board Audit Committee meetings. The meetings will be tentatively as follows:

- December 11, 2001 – KPMG Year End Reports
- February 12, 2002
- May 14, 2002

5. ADJOURNMENT:

There being no further business, the meeting adjourned at 6:35 p.m.


William White, Sr., Chairman



RECEIVED
CITY CLERKS OFFICE

Office of the City Manager

01 NOV 29 A8:33

December 3, 2001

Honorable Ralph K. Smith, Mayor
Honorable William H. Carder, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable C. Nelson Harris, Council Member
Honorable W. Alvin Hudson, Jr., Council Member
Honorable William White, Sr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Carilion Medical Center's use of
Victory Stadium parking lot

Background:

Carilion Medical Center, an affiliate of Carilion Health System, plans to construct a new addition to the Medical Center as well as construct a new 1,000 occupancy parking facility. This construction will create a temporary shortage of parking spaces for staff, physicians, residents, patients and visitors at the Medical Center.

Construction projects are scheduled to begin in January 2002. Carilion has requested to lease parking at Victory Stadium for employees who will be displaced by the construction projects. A minimum of 200 and a maximum of 300 parking spaces are requested for an initial period of up to two years, subject thereafter to a monthly renewal by mutual agreement of the parties.

Considerations:

The City has unused parking space available at Victory Stadium, which is located on property adjacent to the footbridge connecting Wiley Drive to the grounds of Victory Stadium, identified in Attachment 1.

A Lease Agreement will be drawn up to be effective January 1, 2002. It will contain provisions as described in the paragraph below.

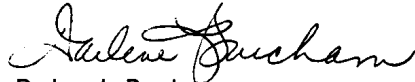
The Honorable Mayor and Members of Council
December 3, 2001
Page 2

The Agreement will specify that Carilion Medical Center has exclusive right to the use of the Leased Property on business days (Monday-Friday) and during business hours (6:00am-6:00pm) for a term of up to two years. The lease may be extended on a month-to-month basis upon mutual agreement between the City and Carilion Medical Center. The Medical Center shall pay to the City \$8.00 per month per space or a minimum of sixteen hundred dollars (\$1,600.00) per month for 200 parking spaces. If additional spaces are required, the monthly rental rate will be increased proportionately. A minimum of \$38,400.00 in estimated revenue collected from the Lease Agreement will be deposited in Parks and Recreation Recovered Cost Account 001-620-7110-8005 to be utilized for improvements to Parks and Recreation programs. The Medical Center will be responsible for maintenance of the leased property including improvements to the lot. The Medical Center will also provide security for the leased property and carry the appropriate amount of insurance during the lease period.

Recommended Action:

Authorize a public hearing for December 17, 2001 for the leased property.

Respectfully submitted,


Darlene L. Burcham
City Manager

DLB:kj

Attachments

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
James D. Grisso, Director of Finance
James Evans, Director of Civic Facilities
Glenn Asher, Officer of Risk Management
Wanda B. Reed, Acting Director of Parks and Recreation
Deborah J. Moses, Parking Coordinator of Economic Development

#CM01-00260



4.a.

City of Roanoke, Virginia

December 03, 2001

Honorable Ralph K. Smith, Mayor
Honorable William H. Carder, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable C. Nelson Harris, Council Member
Honorable W. Alvin Hudson, Jr., Council Member
Honorable William White, Sr., Council Member
Honorable Linda F. Wyatt, Council Member

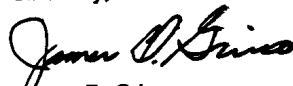
Subject: Authorization for Issuance of \$12,000,000 Qualified Redevelopment Bonds

City Council authorized the issuance of \$56,245,000 of General Obligation Bonds to fund various public improvement projects, including \$12,000,000 for South Jefferson Redevelopment Area, also known as the Riverside Centre for Research and Technology. City Council was advised on November 5, 2001, that the City's bond attorney had issued an opinion that the bonds for the South Jefferson Redevelopment Area met the Internal Revenue Services' private activity tests and must be issued as taxable bonds.

The State of Virginia receives an annual allocation of Qualified Redevelopment Bonds (QRB's) from the Federal Government that may be issued as tax exempt bonds for purposes such as the South Jefferson Redevelopment Area. We have made application to the State for a portion of it's allocation of QRB's in order to fund this project with tax exempt bonds, thus saving up to two percentage points on the interest rate for the bonds. If we are not successful in receiving a portion of the State's allocation of QRB's, we will issue taxable bonds for this project, as we advised City Council on November 5.

We recommend that City Council adopt the attached resolution authorizing issuance of \$12,000,000 of Qualified Redevelopment Bonds. We would be pleased to answer questions.

Sincerely,



James D. Grisso
Director of Finance



Darlene L. Burcham
City Manager

c: William Hackworth, City Attorney
Mary F. Parker, City Clerk
Jesse A. Hall, Deputy Finance Director
Donald Gurney, City Bond Attorney, Hawkins, Delafield and Wood

4.4.4

4.a.

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROANOKE, VIRGINIA, AS APPLICABLE ELECTED REPRESENTATIVE APPROVING, FOR PURPOSES OF SECTION 147(f) OF THE INTERNAL REVENUE CODE OF 1986, THE ISSUANCE OF \$12,000,000 PRINCIPAL AMOUNT OF GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS, THE PROCEEDS OF WHICH ARE TO BE GRANTED BY THE CITY TO THE ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY FOR THE PURPOSE OF ASSISTING SUCH AUTHORITY IN PAYING A PORTION OF THE COSTS OF A REDEVELOPMENT PROJECT KNOWN AS THE SOUTH JEFFERSON REDEVELOPMENT AREA PROJECT

BE IT RESOLVED by the Council of the City of Roanoke as follows:

SECTION 1. Findings and Determinations. The City Council (the "Council") of the City of Roanoke, Virginia (the "City"), hereby finds and determines as follows:

(a) On March 19, 2001, the Council adopted Resolution No. 35248-031901 approving the Redevelopment Plan, dated February 5, 2001 (the "Redevelopment Plan"), prepared by the Roanoke Redevelopment and Housing Authority (the "Authority") for a redevelopment project (the "Project") for an area known as the South Jefferson Redevelopment Area (the "Project Area").

(b) On April 16, 2001, the Council adopted Resolution No. 35393-041601 authorizing the issuance of \$12,000,000 principal amount of City of Roanoke, Virginia, General Obligation Public Improvement Bonds (the "Bonds"), the proceeds of which are to be donated by the City to the Authority for the purpose of assisting the Authority in paying a portion of the costs of the Project.

(c) Subsequent to the adoption of Resolution No. 35293-041601 on April 16, 2001, it has been determined that the Bonds will be issued as "qualified redevelopment

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bonds" pursuant to the provisions of Section 144(c) of the Internal Revenue Code of 1986 (the "Code") and the Treasury Regulations promulgated thereunder.

(d) Under the provisions of the Code, in particular Section 147(f) of the Code, the issuance of the Bonds as qualified redevelopment bonds must be approved by an "applicable elected representative" of the City after a public hearing following reasonable public notice.

(e) In accordance with the provisions of Section 147(f) of the Code and the Treasury Regulations promulgated thereunder, a notice of public hearing was published in "*The Roanoke Times*" on November 19, 2001 giving notice that a public hearing on the proposed issuance of the Bonds would be held by the Council on December 3, 2001 at 2:00 P.M., local time, in the Council Chamber, Municipal Building, 215 Church Avenue, S.W., Roanoke, Virginia 24011.

(f) The public hearing on the proposed issuance of the Bonds has been held by the Council at the time and place set forth in the notice of public hearing referred to in subsection (e), immediately prior to the adoption of this resolution.

(g) The Council as an "applicable elected representative" of the City desires to approve the issuance of the Bonds for purposes of Section 147(f) of the Code.

SECTION 2. Ratification of Approval and Adoption of Redevelopment Plan and Designation of Project Area as a "Designated Blighted Area". In accordance with the provisions of Section 144(c) of the Code, the Council hereby ratifies its approval and adoption of the Redevelopment Plan and hereby designates the Project Area as a "designated blighted area" of the City.

SECTION 3. Approval of Issuance of Bonds by Council as an "Applicable Elected Representative" of the City. In accordance with the provisions of Section 147(f) of the Code, the Council as an "applicable elected representative" of the City hereby approves the issuance of the Bonds.

SECTION 4. Effectiveness of Resolution. This resolution shall take effect upon its adoption.

ATTEST:

City Clerk.

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5.a.

CITY OF ROANOKE
CITY COUNCIL

215 Church Avenue, S.W., Room 456
Roanoke, Virginia 24011-1536
Telephone: (540) 853-2541
Fax: (540) 853-1145

RALPH K. SMITH
Mayor

Council Members:
William D. Bestpitch
William H. Carder
C. Nelson Harris
W. Alvin Hudson, Jr.
William White, Sr.
Linda F. Wyatt

November 28, 2001

The Honorable Vice-Mayor and Members
of Roanoke City Council
Roanoke, Virginia

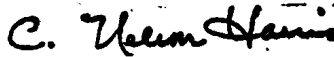
Dear Vice-Mayor Carder and Members of Council:

We jointly sponsor a request of Keith Farmer, Director, Straight Street, to address Council regarding a zoning issue at the regular meeting of City Council on Monday, December 3, 2001, at 2:00 p.m.

Sincerely,



Ralph K. Smith
Mayor



C. Nelson Harris
Council Member

RKS:CNH:sm

N:\cnam\Agenda\01\Council Form Letter for Agenda Items.wpd

5.a.



November 12, 2001

straight street roanoke valley

p.o. box 11411

roanoke, va 24022

phone: (540) 342-4971

fax: (540) 342-1510

e-mail: straight-street-roanoke
@juno.com

Honorable Mayor Smith and Members
of Roanoke City Council
215 Church Avenue Room 456
Roanoke, Virginia 24014

Dear Council:

I would like the opportunity to address City Council concerning a zoning issue. I direct a youth outreach in downtown Roanoke called Straight Street located at 109 Luck Avenue.

A bar in Roanoke, Fusion, that is currently located on Franklin Road, plans to relocate their operation to a building beside the youth center. I spoke with the building department and also with zoning to see if there was any way to prevent this business from opening beside a youth center. Currently there is not a restriction or code that would prevent a bar from opening.

I know that it may be too late to prevent Fusion from opening beside Straight Street, however, I would like for the Roanoke City Council to consider a zoning restriction that would prevent a bar or similar operation from opening beside a youth center or establishment serving children and youth in the future.

I am concerned with this because Straight Street serves what could be considered high-risk youth. Many face problems at home with drug and alcohol abuse or are currently struggling with substance abuse problems personally.

I appreciate the opportunity to submit this request and for any assistance that will be provided.

Sincerely,

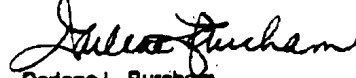
Keith Farmer
Director

Trust in the Lord with all your heart,
And lean not on your own understanding;
In all your ways acknowledge Him,
And He will make your paths straight.
Proverbs 3:5-6

10-2001 11-07 ROSENBERG CITY MANAGER

Finally, our zoning ordinance is in the process of being updated over the next year and I will request that the issue of establishments selling alcoholic beverages be considered as part of that revision.

Sincerely,



Darlene L. Burcham
City Manager

DLB:esi

c: Mayor Ralph K. Smith and Members of City Council

TOTAL P.02

TOTAL P.02

5.b.

CITY OF ROANOKE
CITY COUNCIL

215 Church Avenue, S.W., Room 456
Roanoke, Virginia 24011-1536
Telephone: (540) 853-2541
Fax: (540) 853-1145

RALPH K. SMITH
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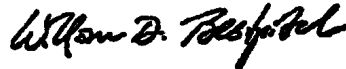
November 28, 2001

The Honorable Mayor and Members
of Roanoke City Council
Roanoke, Virginia

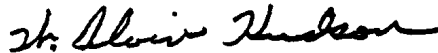
Dear Mayor Smith and Members of Council:

We jointly sponsor a request of Frank R. Rogan, President/CEO United Way of Roanoke Valley, to present an update on the 2001 United Way of Roanoke Valley Campaign at the regular meeting of City Council on Monday, December 3, 2001, at 2:00 p.m.

Sincerely,



William D. Bestpitch
Council Member



W. Alvin Hudson
Council Member

WDB:WAH:sm

5.b

United Way
of Roanoke Valley

Board Chair
Charles C. Waters*

Vice Chair
E. Garlow*

General Campaign Chair
Malinda J. Payne (ex-officio)

General Campaign Vice Chair
Dorville H. Yarbater*

Community Building Cabinet Chair
Ann Richardson*

Administrative Division Chair
Edward Garner*

Marketing Co-Chairs
Michael J. Brunette* and
Jan Williams*

Treasurer
J. Alexander Boone*

Strategic Planning Chair
Dison G. Low*

Past Chair
Deanne W. Gordon, Ed. D*

President and Chief Professional Officer
Frank R. Rogan

Dawn C. Addley*
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Michael G. Ballantyne*
Kerren Balcher
Abney S. Baxley, III*
Dorlean Burcham
Robert T. Capenbauer, D. Min.*
Michael O'Driscoll*
Burt Daugherty
Tom Fernald*
John Flippin
D. Frile
E. Wayne Harris, Ph.D.
Don J. Harrison
James L. Hawk
John G. Heitz
James H. Hixson
Marlene Vaughn-Howard
L. Andrea Hovens, Jr.
Mark S. Lawrence
Robert C. Lawrence, Jr.
Rev. William Lee
Catherine McCollough*
Garry McDermott
Thomas L. McKean, Ed. D.
John G. McLean
Edward G. Murphy, M.D.*
Michael W. Polster
Monty W. Pymble
Samuel O. Robinson
Basil D. Shivers
James W. Thawert, Jr.
Jim L. Wade
Linda Weber, Ph.D.
W. Lee Wilhelm, III
Pete Williams
Wendy Zamparelli*

* Executive Committee



15 Campbell Avenue, S.W.
Roanoke, VA 24016
(540) 345-7351
Fax: (540) 344-4304
e-mail: unitedway@unwr.org
www.unwr.org

November 16, 2001

RECEIVED
CITY CLERKS OFFICE

'01 NOV 16 P1:52

Roanoke City Council
ATTN: Ms. Mary Parker
FAX: 853-1145

RE: City Council Meeting - December 3, 2001

Dear Mary,

We would like to respectfully request that Frank R. Rogan, President/CEO United Way of Roanoke Valley be put on the agenda for the City Council Meeting to be held on December 3, 2001. Frank would like to update the City Council members on our 2001 United Way of Roanoke Valley Campaign.

Thank you for your consideration and I look forward to hearing from you. Should you have any questions or need additional information, please do not hesitate to give me a call. Have a nice holiday!

Best regards,

Ginney L. Keller
Ginney L. Keller
Campaign Director

Uniting People and Resources to Improve Lives.

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6.a.1.



RECEIVED
CITY CLERKS OFFICE

Office of the City Manager

December 3, 2001
01 NOV 28 AM '01

Honorable Ralph K. Smith, Mayor
Honorable William H. Carder, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable C. Nelson Harris, Council Member
Honorable W. Alvin Hudson, Jr., Council Member
Honorable William White, Sr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Purchase of Equipment for
Roanoke Civic Center

At its meeting on June 4, 2001 City Council authorized issuance of \$3.0 million general obligation public improvement bonds for the purpose of providing funds to defray the cost of needed public improvements to the Roanoke Civic Center.

Several equipment purchases are needed at the Civic Center in order for the Civic Center to provide expected levels of service, and to comply with the City's contractual requirements for events at the Civic Center. This equipment is a part of the Civic Center Expansion and Renovation Project-Phase I and includes a portable basketball floor, two basketball goals, two time clocks, and an ice floor covering. The total cost for all equipment is approximately \$250,000, which will be funded through the sale of the aforementioned general obligation bonds. The basketball floor, goals and time clocks have been purchased, and now the ice floor covering needs to be purchased.

In connection with this matter, bids for the purchase and installation of an ice floor covering for the Roanoke Civic Center were requested by due and proper advertisement. Three (3) bids were received, which were opened on November 26, 2001, see attached bid tabulation. The lowest bid meeting specifications was submitted by Innovative Arena Products, Inc., Mississauga, Ontario, Canada, in the amount of \$100,966.00, with the new ice floor covering to be supplied by December 31, 2001. Funding is available in a new capital account entitled "Civic Center Expansion and Renovation - Phase I."

Room 364 Municipal South 215 Church Avenue, S.W. Roanoke, Virginia 24011-1591 (540) 853-2333 FAX (540) 853-1138
CityWeb: www.ci.roanoke.va.us

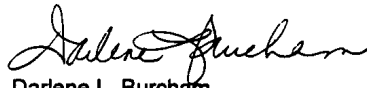
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The Honorable Mayor and Members of Council
December 3, 2001
Page 2

Recommended Action:

Accept the bid of Innovative Arena Products, Inc., for the ice floor covering as set forth above and authorize the issuance of a requisite purchase order for the total cost of \$100,966.00 and reject all other bids.

Respectfully submitted,



Darlene L. Burcham
City Manager

DLB: bdf

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
James D. Grisso, Director of Finance
Barry L. Key, Director of OMB
Jim M. Evans, Director of Civic Facilities
Robert L. White, Manager, Purchasing

CM01-00276

**CITY OF ROANOKE, VIRGINIA
BID TABULATION FOR ICE FLOOR COVERING
BID # 01-11-12
OPEN DATE: NOV. 26, 2001**

QTY	DESCRIPTION	VENDOR	VENDOR	VENDOR
		INNOVATIVE ARENA PRODUCTS, INC.	CRYSTAPLEX, A DIVISION OF ATHLETICA, INC.	ICE BUILDERS, INC.
1 EA	ICE FLOOR COVERING, SHIPPED COMPLETE	\$100,966.00	\$103,695.00	\$109,660.00

J.T.

6.a.1.

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION accepting the bid of Innovative Arena Products, Inc., for the purchase and installation of an ice floor covering for the Roanoke Civic Center; and rejecting all other bids made to the City.

BE IT RESOLVED by this Council of the City of Roanoke that:

1. The bid submitted by Innovative Arena Products, Inc., for the purchase and installation of an ice floor covering for the Roanoke Civic Center at a total cost of \$100,966, which bid is on file in the Purchasing Division, is hereby ACCEPTED, as set forth in the City Manager's letter to Council dated December 3, 2001.
2. The City's Manager of the Purchasing Department is hereby authorized and directed to issue the requisite purchase order therefor, incorporating into said order the City's specifications, the terms of said bidder's proposal and the terms and provisions of this resolution.
3. Any and all other bids made to the City for the aforesaid procurement are hereby REJECTED, and the City Clerk is directed to notify each such bidder and to express to each the City's appreciation for such bid.

ATTEST:

City Clerk

I:\Clerk\innovative arena products.wpd

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6.a.2.



RECEIVED
CITY CLERKS OFFICE

Office of the City Manager

'01 NOV 28 AM 11:07

December 3, 2001

Honorable Ralph K. Smith, Mayor
Honorable William H. Carder, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable C. Nelson Harris, Council Member
Honorable W. Alvin Hudson, Jr., Council Member
Honorable William White, Sr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Contract Award
New Concrete Sidewalks, Entrances
and Curb – Phase VI
Bid No. 01-10-10

This project consists of installing approximately 25,000 square feet of sidewalk, 15,000 linear feet of curb and 10,000 square feet of entrances on various streets within the City as shown on Attachment #2.

After proper advertisement, two bids were received on Tuesday, November 6, 2001, with H. & S. Construction Company, 2011 Salem Avenue, S.W., Roanoke, Virginia 24016, submitting the low bid in the amount of \$719,775. The construction time was specified as 365 consecutive calendar days.

Funding in the amount of \$791,750 is needed for the project. The additional funds that exceed the contract amount will be used for miscellaneous project expenses including advertising, prints, test services, minor variations in bid quantities and unforeseen project expenses. Funding in the amount of \$509,963 is available in Public Improvement Bonds - Series 1999, Streets and Sidewalks, account number 008-052-9709-9191. The remainder of the funding, \$281,787, is available in account number 008-530-9510-9003, Curb, Gutter and Sidewalk – Phase VI.

Recommended Action:

Accept the above bid and authorize the City Manager to execute a contract for the above work with H. & S. Construction Company in the amount of \$719,775 with 365 consecutive calendar days, and reject all other bids.

The Honorable Mayor and Members of Council
December 3, 2001
Page 2

Transfer \$509,963 from Public Improvement Bonds - Series 1999, account number 008-052-9709-9191, to account number 008-530-9510-9001, Curb, Gutter and Sidewalk - Phase VI.

Respectfully submitted,


Darlene L. Burcham
City Manager

DLB/JGB/bls

Attachments

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
James D. Grisso, Director of Finance
D. Darwin Roupe, Director of General Services
Philip C. Schirmer, City Engineer

#CM01-00275

TABULATION OF BIDS

**NEW CONCRETE SIDEWALKS, ENTRANCES AND CURB
PHASE VI
BID NO. 01-10-10**

Bids were opened by Robert L. White, Manager, Purchasing Department, on Tuesday, November 6, 2001, at 2:00 p.m.

BIDDER	AMOUNT
H. & S. Construction Company	\$719,775
S.C. Rossi & Company, Inc.	\$724,875

Office of the City Engineer
Roanoke, Virginia
December 3, 2001

SECTION 1B-1
PROJECT LOCATIONS

CURB	
Devon Road, S.W.	Lincoln Avenue to existing
Princeton Circle, N.E. and Cook Avenue, N.E.	West side
Maycrest Street, N.W.	At Maycrest Street and Roundhill Avenue
Pocahontas Avenue, N.E.	North side Hollins Road to top of hill
CURB AND SIDEWALK (Stamped Concrete)	
*Kirk Avenue, S.E. and Market Street, S.E.	Crosswalk on Market Street and approximately 70' on Kirk Avenue *Will require coordination with new building at Market Street and Kirk Avenue
CURB AND SIDEWALK	
Kirk Avenue, S.W.	100 block - Brick islands with tree grates
SIDEWALK	
Blenheim Road, S.W.	From alley to end at Blair Road
Woods Avenue, S.W.	4 th Street to 5 th Street
Montrose Avenue, S.E.	At park across from Jackson Middle School
Williamson Road, N.E.	1700 block (east side)
Melrose Avenue, N.W.	19 th Street to 20 th Street (south side)
Wise Avenue, S.E.	1600 block
FILL-INS	
1601 Bluemont Avenue, S.W.	Curb and sidewalk
1102 Fairfax Avenue, N.W.	Curb
2826 & 2852 Stephenson Avenue, S.W.	Curb and Sidewalk

Project: New Concrete Sidewalks,
Entrances and Curb - Phase VI

Project Locations
Section 1B-1

FILL-INS, cont.	
Woods Avenue, S.W. - 4 th Street to 5 th Street	Sidewalk
2445 Denniston Avenue, S.W. (3 houses)	Curb
1624 to 1606 Hanover Avenue, N.W.	Curb
Sherwood Avenue, S.W. - Across street from 1719	Curb
500 block Fleming Avenue, N.W.	Curb and Sidewalk
2403 Edinburg Drive, N.W.	Curb and Sidewalk
2404 Churchill Drive, N.W.	Curb and Sidewalk
1700 block Campbell Avenue, S.E.	Curb and Sidewalk

Project: New Concrete Sidewalks,
Entrances and Curb - Phase VI

Project Locations
Section 1B-1

2 of 2

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AH 3

6.a2.

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to amend and reordain certain sections of the 2001-2002 Capital Projects Fund Appropriations, and providing for an emergency.

WHEREAS, for the usual daily operation of the Municipal Government of the City of Roanoke, an emergency is declared to exist.

THEREFORE, BE IT ORDAINED by the Council of the City of Roanoke that certain sections of the 2001-2002 Capital Projects Fund Appropriations, be, and the same are hereby, amended and reordained to read as follows, in part:

Appropriations

Streets and Bridges	\$ 28,087,433
Curb, Gutter, and Sidewalk Phase VI (1)	1,009,963
Capital Improvement Reserve	\$ (1,988,911)
Public Improvement Bonds Series 1999 (2)	3,752,331

1) Appropriated from		
Bond Funds -		
Series 1999	(008-530-9510-9001)	\$ 509,963
2) Streets and Sidewalks	(008-052-9709-9191)	(509,963)

BE IT FURTHER ORDAINED that, an emergency existing, this Ordinance shall be in effect from its passage.

ATTEST:

City Clerk.

P.T.

6.a.2.

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

AN ORDINANCE accepting the bid of H. & S. Construction Company for the installation of approximately 25,000 square feet of sidewalk, 15,000 linear feet of curb and 10,000 square feet of entrances on various streets within the City in connection with the New Concrete Sidewalks, Entrances and Curb - Phase VI Project, upon certain terms and conditions and awarding a contract therefor; authorizing the proper City officials to execute the requisite contract for such work; rejecting all other bids made to the City for the work; and providing for an emergency.

BE IT ORDAINED by the Council of the City of Roanoke as follows:

1. The bid of H. & S. Construction Company, in the amount of \$719,775.00 for the installation of approximately 25,000 square feet of sidewalk, 15,000 linear feet of curb and 10,000 square feet of entrances on various streets within the City in connection with the New Concrete Sidewalks, Entrances and Curb - Phase VI Project, as is more particularly set forth in the City Manager's Letter dated December 3, 2001, to this Council, such bid being in full compliance with the City's plans and specifications made therefor and as provided in the contract documents offered the bidder, which bid is on file in the Purchasing Department, be and is hereby ACCEPTED.

2. The City Manager and the City Clerk are hereby authorized, on behalf of the City, to execute and attest, respectively, the requisite contract with the successful bidder, based on its proposal made therefor and the City's specifications made therefor, the contract to be in such form

as is approved by the City Attorney, and the cost of the work to be paid for out of funds heretofore or simultaneously appropriated by Council.

3. Any and all other bids made to the City for the above work are hereby REJECTED, and the City Clerk is directed to notify each such bidder and to express to each the City's appreciation for such bid.

4. In order to provide for the usual daily operation of the municipal government, an emergency is deemed to exist, and this ordinance shall be in full force and effect upon its passage.

ATTEST:

City Clerk.

I:\Clerk\Bids curbs and sidewalks.wpd

b.a.3.

RECEIVED
CITY CLERKS OFFICE

Office of the City Manager

01 NOV 28 11:07

December 3, 2001

Honorable Ralph K. Smith, Mayor
 Honorable William H. Carder, Vice Mayor
 Honorable William D. Bestpitch, Council Member
 Honorable C. Nelson Harris, Council Member
 Honorable W. Alvin Hudson, Jr., Council Member
 Honorable William White, Sr., Council Member
 Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Contract Award
 Railside Linear Walk - Phase V
 Bid No. 01-10-13

Railside Linear Walk connects the Market Area to the Transportation Museum along Norfolk Avenue. Phases I through IV have been completed. Phase V, the final phase, is the elevated walkway in front of Warehouse Row between First Street and Second Street.

After proper advertisement, three bids were received on Tuesday, November 6, 2001, with Breakell, Inc., 2314 Patterson Avenue, S.W., Roanoke, Virginia 24016, submitting the low bid in the amount of \$645,969. The construction time was specified as one hundred eighty (180) consecutive calendar days.

The City and Appalachian Power Company, d/b/a American Electric Power (AEP), have a Street Lighting Agreement dated July 1, 1995, providing for street lights and associated electrical current for the lights. In accordance with the Street Lighting Agreement and negotiations with AEP, AEP will provide the appropriate street lights and underground electrical work for Phase V of the Railside Linear Walk Project for an amount not to exceed \$200,000.

The project cost is estimated to be:

Base Contract (Phase V)	\$645,969
AEP Street Lights and Underground Electrical Work	200,000
Testing and Miscellaneous Project Expenses	<u>70,000</u>
Total	<u>\$915,969</u>

Funding in the amount of \$511,583 is available in the following project accounts: Railside Linear Park - Phase IV, account number 008-052-9730 (\$15,700), Railside Linear Walk - Phase II, account number 008-052-9717 (\$148,907), and Railside Linear Walk - Phase V, account number 008-530-9759 (\$346,976). Additional funding of \$300,000 is to be reimbursed from an ISTEA grant. The balance of funding needed for the project, \$104,386, is available in account number 008-052-9573, Greater Gainsboro Parking Garage.

Room 364 Municipal South 215 Church Avenue, S.W. Roanoke, Virginia 24011-1591 (540) 853-2333 FAX (540) 853-1138
 CityWeb: www.ci.roanoke.va.us

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The Honorable Mayor and Members of Council
December 3, 2001
Page 2

Additional funding in excess of the contract amount will be used for lighting and electrical costs as well as miscellaneous project expenses including advertising, printing, testing services, minor variations in bid quantities and unforeseen project expenses.

Recommended Action:

Accept the above bid and authorize the City Manager to execute a contract for the above work with Breakell, Inc. in the amount of \$645,969 with 180 consecutive calendar days of contract time, and reject all other bids.

Authorize the City Manager to execute any necessary documents or agreements in connection with the Street Lighting Agreement dated July 1, 1995 with Appalachian Power Company, d/b/a American Electric Power (AEP), in order for AEP to provide the appropriate street lights and associated electrical work for Phase V of the Railside Linear Walk Project for an amount not to exceed \$200,000.

Transfer \$15,700 from account number 008-052-9730, Railside Linear Park – Phase IV, \$148,907 from account number 008-052-9717, Railside Linear Walk – Phase II, and \$104,386 from account number 008-052-9573, Greater Gainsboro Parking Garage, to account number 008-530-9759, Railside Linear Walk – Phase V. Appropriate \$300,000 to be reimbursed by an ISTEA grant to account number 008-530-9759, Railside Linear Walk – Phase V. Establish an account receivable of the same.

Respectfully submitted,


Darlene L. Burcham
City Manager

DLB/CAB/bls

Attachment

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
James D. Grisso, Director of Finance
D. Darwin Roupe, Director of General Services
Philip C. Schirmer, City Engineer

#CM01-00273

TABULATION OF BIDS

**RAILSIDE LINEAR WALK
PHASE V
BID NO. 01-10-13**

Bids were opened by Robert L. White, Manager, Purchasing Department, on Tuesday, November 6, 2001, at 2:00 p.m.

CONTRACTOR	BID AMOUNT
Breakell, Inc.	\$ 645,969
Acorn Construction, Ltd.	\$1,083,700
Allegheny Construction Company, Inc.	\$1,210,785

Office of the City Engineer
Roanoke, Virginia
December 3, 2001

6.a.3.

AH

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to amend and reordain certain sections of the 2001-2002 Capital Projects Fund Appropriations, and providing for an emergency.

WHEREAS, for the usual daily operation of the Municipal Government of the City of Roanoke, an emergency is declared to exist.

THEREFORE, BE IT ORDAINED by the Council of the City of Roanoke that certain sections of the 2001-2002 Capital Projects Fund Appropriations, be, and the same are hereby, amended and reordained to read as follows, in part:

Appropriations

General Government	\$	17,439,034
Greater Gainsboro Parking Garage Construction (1)		5,924,574
Parks, Recreation and Cultural	\$	11,678,723
Railside Linear Walk - Phase 2 (2-3)		1,572,507
Railside Linear Walk - Phase 4 (4)		356,666
Railside Linear Walk - Phase 5 (5-7)		915,969

Revenues

Due from State (8)	\$	300,000
--------------------------	----	---------

1) Appropriated from General Revenue	(008-052-9573-9003)	\$ (104,386)
2) Appropriated from General Revenue	(008-052-9717-9003)	(85,071)
3) Appropriated from Bond Funds Series 1996	(008-052-9717-9088)	(63,836)
4) Appropriated from General Revenue	(008-052-9730-9003)	(15,700)
5) Appropriated from General Revenue	(008-530-9759-9003)	205,157
6) Appropriated from State Grant Funds - ISTE A	(008-530-9759-9007)	300,000

7) Appropriated from			
Bond Funds			
Series 1996	(008-530-9759-9088)	\$	63,836
8) Railside Linear Walk			
Phase 5 - ISTE	(008-1351)		300,000

BE IT FURTHER ORDAINED that, an emergency existing, this Ordinance shall be in effect from its passage.

ATTEST:

City Clerk.

Bill

6.a. 3.

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

AN ORDINANCE accepting the bid of Breakell, Inc. for the construction of an elevated walkway in front of Warehouse Row between First Street and Second Street in connection with the Railside Linear Walk - Phase V Project, upon certain terms and conditions and awarding a contract therefor; authorizing the proper City officials to execute the requisite contract for such work; rejecting all other bids made to the City for the work; and providing for an emergency.

BE IT ORDAINED by the Council of the City of Roanoke as follows:

1. The bid of Breakell, Inc. in the amount of \$645,969.00 for the construction of an elevated walkway in front of Warehouse Row between First Street and Second Street in connection with the Railside Linear Walk - Phase V Project, as is more particularly set forth in the City Manager's Letter dated December 3, 2001, to this Council, such bid being in full compliance with the City's plans and specifications made therefor and as provided in the contract documents offered the bidder, which bid is on file in the Purchasing Department, be and is hereby ACCEPTED.

2. The City Manager and the City Clerk are hereby authorized, on behalf of the City, to execute and attest, respectively, the requisite contract with the successful bidder, based on its proposal made therefor and the City's specifications made therefor, the contract to be in such form as is approved by the City Attorney, and the cost of the work to be paid for out of funds heretofore or simultaneously appropriated by Council.

3. Any and all other bids made to the City for the above work are hereby REJECTED, and the City Clerk is directed to notify each such bidder and to express to each the City's appreciation for such bid.

4. In order to provide for the usual daily operation of the municipal government, an emergency is deemed to exist, and this ordinance shall be in full force and effect upon its passage.

ATTEST:

City Clerk.

6.a.3.

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE authorizing the City Manager to execute any necessary documents or agreements in connection with the Street Lighting Agreement between the City and Appalachian Power Company, d/b/a American Electric Power (AEP), dated July 1, 1995, in order for AEP to provide the appropriate street lights and associated electrical work for Phase V of the Railside Linear Walk Project; and providing for an emergency.

BE IT ORDAINED by the Council of the City of Roanoke as follows:

1. The City Manager is authorized to execute any necessary documents or agreements, in a form approved by the City Attorney, in connection with the Street Lighting Agreement between the City and AEP dated July 1, 1995, in order for AEP to provide the appropriate street lights and associated electrical work for Phase V of the Railside Linear Walk Project, in an amount not to exceed \$200,000, as is more fully set forth in the City Manager's letter to this Council dated December 3, 2001.
2. In order to provide for the usual daily operation of the municipal government, an emergency is deemed to exist, and this ordinance shall be in full force and effect upon its passage.

ATTEST:

City Clerk.

H:\railside sep and breakall

6.a.4



RECEIVED
CITY CLERKS OFFICE Office of the City Manager

'01 NOV 29 P2:46

December 3, 2001

Honorable Ralph K. Smith, Mayor, and Members of City Council
Roanoke, Virginia

Dear Mayor Smith and Members of Council:

Subject: Reject Bids on Telephone
System; #CM01-00278

This is to request space on Council's regular agenda for a report on the above referenced subject.

Respectfully submitted,

Darlene L. Burcham
City Manager

DLB:ca

c: City Attorney
Director of Finance
City Clerk

Copy of completed report was not received prior to the 2:00 p.m. deadline.

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6.b.1.

CITY OF ROANOKE
DEPARTMENT OF FINANCE

215 Church Avenue, S.W., Room 461
P.O. Box 1220
Roanoke, Virginia 24006-1220
Telephone: (540) 853-2821
Fax: (540) 853-6142

JAMES D. GRISSO
Director of Finance

JESSE A. HALL
Deputy Director

December 3, 2001

The Honorable Ralph K. Smith, Mayor
The Honorable William H. Carder, Vice Mayor
The Honorable William O. Bestpitch, Council Member
The Honorable C. Nelson Harris, Council Member
The Honorable W. Alvin Hudson, Jr., Council Member
The Honorable William White, Sr., Council Member
The Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

SUBJECT: October Financial Report

This financial report covers the first four months of the 2001-2002 fiscal year. The following narrative discusses revenues and expenditures to date.

REVENUE

General Fund revenues reflect an increase of 2.64% or \$1,292,000 compared to FY01. Variances in specific categories of revenues are as follows:

General Property Taxes increased 5.19% or \$1,247,000. Real estate tax revenues increased 4.8% upon the collection of the first half installment, due on October 5th. These revenues were budgeted to grow approximately 3% from FY 01, therefore the status at October 31st is very positive. Public service tax revenues and penalties and interest also grew since FY 01.

Other Local Taxes decreased 2.32% or \$286,000. Sales tax declined 1.95% or \$86,000 from the prior year, a reflection of the economic decline experienced in recent months. This trend is expected to continue as we move further into the fiscal year. Electric, gas and water utility tax decreased due to timing differences. These decreases are partially offset by increases in cigarette and transient room taxes. The rates of both taxes increased in FY 02. The increased cigarette tax revenue will be dedicated to debt service for the series 2002 bonds. The increased transient room tax revenues are being used to fund an additional contribution to the Roanoke Valley Convention and Visitors Bureau.

Permits, Fees and Licenses are up \$119,000 or 47.97% due to increases in rates charged for building, electrical and plumbing inspections as well as the establishment of new construction-related fees.

Revenue from Use of Money and Property decreased 13.01% or \$57,000. Lower short term interest rates in the current year cause this decline. Conversely, rental income from the Commonwealth Building increased.

Grants-in-Aid Federal Government decreased \$8,600 due to timing differences in the receipt of revenue.

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Honorable Mayor and Members
Roanoke City Council Page 2
November 5, 2001

Miscellaneous Revenue decreased \$60,000 or 62.19%. An increase in the volume of used vehicles necessitated an early surplus sale in FY01. The fall surplus property sale was held in August 2000, but will be conducted later in the current fiscal year.

Internal Services are down \$32,000 or 9.24% due to decreased engineering and building maintenance billings.

EXPENDITURES AND ENCUMBRANCES

General fund expenditures and encumbrances have increased 10.49% or \$7,124,000 since FY01. Variances in individual expenditure categories are discussed as follows:

Judicial Administration expenditures are up \$124,000 or 6.65%. Personal service expenditures of the Circuit Court have increased due to additional law clerk positions, which were established during September of FY01. Expenditures of the Sheriff rose due to increased personal service costs and charges from the Department of Technology.

Public Safety expenditures increased 7.10% or \$1,054,000. Salary costs of the labor-intensive Police and Fire departments increased, as budgeted. Charges from the Department of Technology increased to Police and the E-911 Department. Workers' compensation expenses also rose in the Public Safety category, and these often fluctuate from year to year based on the given claims of a particular year. The E-911 Wireless cost center is new in FY02 as are the revenues from the State to conduct this function.

Health and Welfare expenditures increased 7.97% or \$536,000. Mental Health expenditures are up due to timing differences. Expenditures under the Comprehensive Services Act increased. Salary and client assistance costs rose in the Social Services department.

Parks, Recreation and Cultural expenditures are up \$124,000 or 6.97%. Workers compensation costs are up in this area, and fee recovery by the Recreation Department is below that of the prior year due to timing issues in the posting of these recoveries from the Parks and Recreation "rec track" system to the general ledger. These timing differences are expected to be corrected for the November 2001 report.

Community Development expenditures increased 25.70% or \$395,000 due to the establishment of the Neighborhood Partnership department as part of the General Fund. This department was included in the Grant Fund in prior years. Memberships and Affiliations expenditures increased, in part due to increased contributions to the Roanoke Valley Convention and Visitors Bureau.

Nondepartmental expenditures increased 139.65% or \$5,051,000. These expenditures have risen sharply on a year-to-date basis due to administrative efficiencies in the establishment and funding of CMERP projects in various funds of the City. By appropriating the entire CMERP funding at the beginning of the fiscal year, these transfers likewise all occur at the beginning of the year, rather than throughout the year as in the past. Transfers to the Capital Projects, Technology and Fleet Funds were significantly impacted by this change in policy.

I would be pleased to answer questions City Council may have regarding the monthly financial statements.


Director of Finance

JDG/AHS
Attachments

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CITY OF ROANOKE
**SUMMARY OF CITY MANAGER TRANSFERS
 AND AVAILABLE CONTINGENCY
 OCTOBER 31, 2001**

Transfer Number	Date	Explanation	From	To	Amount
General Fund:					
CMT-1863	07/30/01	Donation to Brain Injury Association	Jail	Membership and Affiliations	\$ 5,000
CMT-532	08/09/01	Tipping Fees	Solid Waste Management	Engineering	568
CMT-533	08/09/01	Tipping Fees	Solid Waste Management	Building Maintenance	2,270
CMT-1176	08/28/01	Deficit in State and Local Hospitalization Reimbursements	Human Services Support	Hospitalization Program	995
CMT-1177	08/31/01	Fees Due to Downtown Roanoke Inc Related to Farmer's Market	Contingency*	Memberships and Affiliations	15,856
CMT-536	10/04/01	Consultant Payment for Health Care Renewal	Residual Fringe Benefits	Human Resources	13,000
CMT-1195	10/04/01	Adoption Incentive Funds	Income Maintenance	Social Services-Services	15,089
				Total General Fund	\$ 52,778
Capital Projects Fund:					
CMT-1180	09/05/01	Additional Project Expenses	Broadway Street Bridge	First Street Bridge	\$ 23,550
				Total Capital Projects Fund	\$ 23,550
Available Contingency					
Balance of Contingency at July 1, 2001					\$ 500,000
Contingency Appropriations From Above					(15,856)
Contingency Appropriations Through Budget Ordinances:					
BO 35515	08/20/01	Drug Prosecutor	Contingency	Transfer to Grant Fund	(8,170)
BO 35544	09/04/01	Zoning Inspector Positions	Contingency	Transfer to Grant Fund	(80,996)
Available Contingency at October 31, 2001					\$ 394,978

**CITY OF ROANOKE, VIRGINIA
GENERAL FUND**

STATEMENT OF REVENUE

Revenue Source	Year to Date for the Period			Current Fiscal Year	
	July 1 - Oct 31 2000-2001	July 1 - Oct 31 2001-2002	Percentage of Change	Revised Revenue Estimates	Percent of Revenue Estimate Received
General Property Taxes	\$24,011,124	\$25,258,331	5.19 %	\$77,105,366	32.76%
Other Local Taxes	12,349,663	12,063,343	(2.32) %	58,016,878	20.79%
Permits, Fees and Licenses	247,351	365,997	47.97 %	957,150	38.24%
Fines and Forfeitures	291,297	289,468	(0.63) %	1,014,600	28.53%
Revenue from Use of Money and Property	438,893	381,792	(13.01) %	1,118,330	34.14%
Grants-in-Aid Commonwealth	10,158,480	10,565,319	4.00 %	46,402,072	22.77%
Grants-in-Aid Federal Government	8,589	-	(100.00) %	34,300	-
Charges for Services	988,020	953,449	(3.50) %	3,888,997	24.52%
Miscellaneous Revenue	95,816	36,227	(62.19) %	560,236	6.47%
Internal Services	348,384	316,179	(9.24) %	2,330,692	13.57%
Total	\$48,937,617	\$50,230,105	2.64 %	\$191,428,621	28.24%

STATEMENT OF EXPENDITURES AND ENCUMBRANCES

Expenditures	Year to Date for the Period			Current Fiscal Year		
	July 1 - Oct 31 2000-2001	July 1 - Oct 31 2001-2002	Percentage of Change	Unencumbered Balance	Revised Appropriations	Percent of Budget Obligated
General Government	\$3,949,586	\$3,972,041	0.57 %	\$8,723,348	\$12,695,389	31.29%
Judicial Administration	1,861,045	1,984,726	6.65 %	4,359,249	6,343,975	31.29%
Public Safety	14,836,213	15,889,735	7.10 %	30,821,688	46,711,423	34.02%
Public Works	9,846,784	10,132,149	2.90 %	14,919,891	25,052,040	40.44%
Health and Welfare	6,722,252	7,257,997	7.97 %	20,120,479	27,378,476	26.51%
Parks, Recreation and Cultural	1,776,284	1,900,129	6.97 %	2,855,212	4,755,341	39.96%
Community Development	1,536,032	1,930,829	25.70 %	3,114,808	5,045,637	38.27%
Transfer to Debt Service Fund	8,453,298	8,002,205	(5.34) %	4,264,694	12,266,899	65.23%
Transfer to School Fund	15,344,316	15,329,223	(0.10) %	30,658,445	45,987,668	33.33%
Nondepartmental	3,616,678	8,667,348	139.65 %	4,349,956	13,017,304	66.58%
Total	\$67,942,488	\$75,066,382	10.49 %	\$124,187,770	\$199,254,152	37.67%

**CITY OF ROANOKE, VIRGINIA
SCHOOL FUND STATEMENT OF REVENUE**

Revenue Source	Year to Date for the Period			Current Fiscal Year	
	July 1 - Oct 31 2000-2001	July 1 - Oct 31 2001-2002	Percentage of Change	Revised Revenue Estimates	Percent of Revenue Estimate Received
State Sales Tax	\$2,212,454	\$2,217,425	0.22 %	\$9,492,986	23.36 %
Grants-in-Aid Commonwealth	12,699,177	11,225,233	(11.61) %	41,656,787	26.95 %
Grants-in-Aid Federal Government	22,992	22,497	(2.15) %	115,390	19.50 %
Charges for Services	303,658	288,484	(5.00) %	1,971,820	14.63 %
Transfer from General Fund	15,344,316	15,329,223	(0.10) %	45,987,668	33.33 %
Special Purpose Grants	5,093,905	3,249,953	(36.20) %	3,568,002	NA
Total	\$35,676,502	\$32,332,815	(9.37) %	\$102,792,653	31.45 %

SCHOOL FUND STATEMENT OF EXPENDITURES AND ENCUMBRANCES

Expenditures	Year to Date for the Period			Current Fiscal Year		Percent of Budget Obligated
	July 1 - Oct 31 2000-2001	July 1 - Oct 31 2001-2002	Percentage of Change	Unencumbered Balance	Revised Appropriations	
Instruction	\$17,962,868	\$18,266,799	1.69 %	\$56,387,095	\$74,653,894	24.47 %
General Support	1,286,776	1,099,047	(14.59) %	2,743,667	3,842,714	28.60 %
Transportation	906,819	900,270	(0.72) %	2,987,576	3,887,846	23.16 %
Operation and						
Maintenance of Plant	3,751,100	2,906,408	(22.52) %	7,450,057	10,356,465	28.06 %
Facilities	1,115,029	1,080,069	(3.14) %	340,286	1,420,355	76.04 %
Other Uses of Funds	4,980,812	5,193,508	4.27 %	1,413,993	6,607,501	78.60 %
Special Purpose Grants	4,374,563	3,568,002	(18.44) %	-	3,568,002	NA
Total	\$34,377,767	\$33,014,103	(3.97) %	\$71,322,674	\$104,336,777	31.64 %

**CITY OF ROANOKE, VIRGINIA
SCHOOL FOOD SERVICE FUND STATEMENT OF REVENUE**

<u>Revenue Source</u>	<u>Year to Date for the Period</u>			<u>Current Fiscal Year</u>	
	<u>July 1 - Oct 31 2000-2001</u>	<u>July 1 - Oct 31 2001-2002</u>	<u>Percentage of Change</u>	<u>Revised Revenue Estimates</u>	<u>Percent of Revenue Estimate Received</u>
Grants-in-Aid Commonwealth	\$ -	\$84,483	100.00 %	\$84,464	100.02 %
Grants-in-Aid Federal Government	125,185	138,645	10.75 %	2,891,594	4.79 %
Charges for Services	239,707	367,493	53.31 %	1,545,256	23.78 %
Total	\$364,892	\$590,621	61.86 %	\$4,521,314	13.08 %

SCHOOL FOOD SERVICE FUND STATEMENT OF EXPENDITURES AND ENCUMBRANCES

<u>Expenditures</u>	<u>Year to Date for the Period</u>			<u>Current Fiscal Year</u>		
	<u>July 1 - Oct 31 2000-2001</u>	<u>July 1 - Oct 31 2001-2002</u>	<u>Percentage of Change</u>	<u>Unencumbered Balance</u>	<u>Revised Appropriations</u>	<u>Percent of Budget Obligated</u>
Food Services	\$1,046,954	\$1,209,170	15.49 %	\$3,336,839	\$4,546,009	26.60 %
Facilities	-	-	- %	16,978	16,978	- %
Total	\$1,046,954	\$1,209,170	15.49 %	\$3,353,817	\$4,562,987	26.50 %

**CITY OF ROANOKE, VIRGINIA
CAPITAL PROJECTS FUND
STATEMENT OF EXPENDITURES, ENCUMBRANCES, AND
UNENCUMBERED APPROPRIATIONS SUMMARY AS OF OCTOBER 31, 2001**

	Budget	Expenditures To Date	Unexpended Balance	Outstanding Encumbrances	Unobligated Balance
General Government	\$17,568,420	\$12,637,638	\$4,930,782	\$1,851,086	\$3,079,696
Education	2,500,000	2,500,000	-	-	-
Flood Reduction	15,649,118	9,161,148	6,487,970	185,921	6,302,049
Economic Development	27,195,963	17,168,166	10,027,797	764,341	9,263,466
Community Development	6,095,487	2,777,348	3,318,139	572,241	2,745,898
Public Safety	12,228,650	10,955,715	1,272,935	347,511	925,424
Recreation	11,274,337	5,536,733	5,737,604	878,714	4,858,890
Streets and Bridges	27,577,470	23,927,857	3,649,613	1,435,879	2,213,734
Storm Drains	2,788,825	1,916,012	872,813	198,875	673,938
Traffic Engineering	4,426,660	3,652,202	774,458	157,556	616,902
Capital Improvement Reserve	(903,948)	-	(903,948)	-	(903,948)
Total	\$126,400,982	\$90,232,819	\$36,168,163	\$6,392,124	\$29,776,038

**CITY OF ROANOKE, VIRGINIA
SCHOOL CAPITAL PROJECTS FUND
STATEMENT OF EXPENDITURES, ENCUMBRANCES, AND
UNENCUMBERED APPROPRIATIONS SUMMARY AS OF OCTOBER 31, 2001**

	Budget	Expenditures To Date	Unexpended Balance	Outstanding Encumbrances	Unobligated Balance
Elementary Schools Renovation	\$14,053,675	\$13,188,284	\$865,391	\$713,080	\$152,311
Middle Schools Renovation	3,920,549	3,882,653	37,896	37,463	433
High Schools Renovation	3,500,000	3,248,704	251,296	194,118	57,178
Technology Improvements	781,786	781,786	-	-	-
Interest Expense	262,929	263,874	(945)	-	(945)
Capital Improvement Reserve	1,051,271	-	1,051,271	-	1,051,271
Total	\$23,570,210	\$21,365,301	\$2,204,909	\$944,661	\$1,260,248

CITY OF ROANOKE, VIRGINIA
CAPITAL PROJECTS FUND
COMPARATIVE STATEMENT OF REVENUES
FOR THE 4 MONTHS ENDING OCTOBER 31, 2001

	FY 2002	FY 2001
Interest Revenue:		
Interest on Bond Proceeds	\$223,838	\$648,838
Interest on SunTrust Lease	7,776	-
Interest on Idle Working Capital	214,507	340,980
Total Interest Revenue	446,121	989,818
Multi Year Revenues:		
Intergovernmental Revenue:		
Federal Government		
FEMA - Regional Mitigation Project	19,223	230,692
Commonwealth:		
VDES - Garden City Mitigation Project	10,143	-
Virginia Transportation Museum - ISTE A	16,176	-
Total Intergovernmental Revenue	45,542	230,692
Revenue from Third Parties:		
Verizon - Brambleton Avenue Signals	-	36,055
Canlion Health Systems - Land Sale	375,000	-
Times-World Corporation - Land Sale	100	-
Trigon Insurance - Land Sale	100	-
Mill Mountain Visitors Center - Private Donations	-	1,260
Total Revenue from Third Parties	375,200	37,315
Other Revenue:		
Transfers from General Fund	5,147,517	2,823,157
Transfers from Water Fund	-	2,900
Transfers from Sewage Fund	-	12,600
Transfers from Management Services Fund	-	100,000
Total Other Revenue	5,147,517	2,938,657
Total	\$8,014,380	\$4,196,482

**CITY OF ROANOKE, VIRGINIA
WATER FUND
COMPARATIVE INCOME STATEMENT
FOR THE 4 MONTHS ENDING OCTOBER 31, 2001**

	<u>FY 2002</u>	<u>FY 2001</u>
Operating Revenues		
Commercial Sales	\$1,489,665	\$1,284,959
Domestic Sales	1,287,162	1,202,566
Industrial Sales	287,629	89,629
Town of Vinton	6,855	3,091
City of Salem	10,650	10,354
County of Botetourt	81,696	76,019
County of Bedford	8,144	4,800
Customer Services	220,863	134,067
Charges for Services	923,715	1,069,112
Total Operating Revenues	<u>4,316,379</u>	<u>3,874,597</u>
Operating Expenses		
Personal Services	1,409,756	1,346,343
Operating Expenses	1,387,837	993,067
Depreciation	562,178	565,964
Total Operating Expenses	<u>3,359,771</u>	<u>2,905,374</u>
Operating Income	<u>956,608</u>	<u>969,223</u>
Nonoperating Revenues (Expenses)		
Interest on Investments	77,678	150,199
Rent	24,571	20,014
Miscellaneous Revenue	42,204	7,075
Interest and Fiscal Charges	(344,584)	(375,519)
Transfer to Capital Projects Fund	-	(2,900)
Net Nonoperating Expenses	<u>(200,131)</u>	<u>(201,131)</u>
Net Income	<u><u>\$756,477</u></u>	<u><u>\$768,092</u></u>

CITY OF ROANOKE, VIRGINIA
SEWAGE TREATMENT FUND
COMPARATIVE INCOME STATEMENT
FOR THE 4 MONTHS ENDING OCTOBER 31, 2001

	FY 2002	FY 2001
Operating Revenues		
Sewage Charges - City	\$2,565,154	\$2,576,952
Sewage Charges - Roanoke County	273,072	299,504
Sewage Charges - Vinton	75,548	83,032
Sewage Charges - Salem	289,791	316,173
Sewage Charges - Botetourt County	48,978	51,167
Customer Services	56,975	124,926
Interfund Services	78,216	7,055
Total Operating Revenues	<u>3,387,734</u>	<u>3,458,809</u>
Operating Expenses		
Personal Services	721,574	638,270
Operating Expenses	1,957,279	1,765,496
Depreciation	573,185	396,823
Total Operating Expenses	<u>3,252,038</u>	<u>2,800,589</u>
Operating Income	<u>135,696</u>	<u>658,220</u>
Nonoperating Revenues (Expenses)		
Interest on Investments	76,469	136,308
Interest and Fiscal Charges	(253,192)	(258,179)
Miscellaneous Revenue	91	-
Transfer to Capital Projects Fund	-	(12,600)
Net Nonoperating Expenses	<u>(176,632)</u>	<u>(134,471)</u>
Net Income (Loss)	<u><u>(\$40,936)</u></u>	<u><u>\$523,749</u></u>

CITY OF ROANOKE, VIRGINIA
CIVIC CENTER FUND
COMPARATIVE INCOME STATEMENT
FOR THE 4 MONTHS ENDING OCTOBER 31, 2001

	<u>FY 2002</u>	<u>FY 2001</u>
Operating Revenues		
Rentals	\$75,359	\$107,996
Event Expenses	29,006	48,604
Display Advertising	50,200	-
Admissions Tax	23,654	38,537
Electrical Fees	5,440	7,092
Novelty Fees	400	11,096
Facility Surcharge	21,288	19,345
Facility Fees	-	11,116
Charge Card Fees	17,383	-
Commissions	637	-
Catering/Concessions	125,500	84,717
Other	6,792	9,045
Total Operating Revenues	<u>355,659</u>	<u>337,548</u>
Operating Expenses		
Personal Services	512,990	439,651
Operating Expenses	474,867	416,675
Depreciation	167,091	147,194
Total Operating Expenses	<u>1,154,948</u>	<u>1,003,520</u>
Operating Loss	<u>(799,289)</u>	<u>(665,972)</u>
Nonoperating Revenues		
Transfer from General Fund	-	7,800
Interest on Investments	9,131	24,667
Miscellaneous	169	3,545
Total Nonoperating Revenues	<u>9,300</u>	<u>36,012</u>
Net Loss	<u>(\$789,989)</u>	<u>(\$629,960)</u>

CITY OF ROANOKE, VIRGINIA
TRANSPORTATION FUND
COMPARATIVE INCOME STATEMENT
FOR THE 4 MONTHS ENDING OCTOBER 31, 2001

	FY 2002	FY 2001
Operating Revenues		
Century Station Parking Garage	\$127,794	\$113,808
Williamson Road Parking Garage	146,377	147,187
Market Square Parking Garage	75,017	69,963
Church Avenue Parking Garage	152,154	145,640
Tower Parking Garage	122,117	126,961
Surface Parking Lots	45,471	23,468
Total Operating Revenues	<u>668,930</u>	<u>627,027</u>
Operating Expenses		
Operating Expenses	218,867	260,122
Depreciation	182,780	182,331
Total Operating Expenses	<u>401,647</u>	<u>442,453</u>
Operating Income	<u>267,283</u>	<u>184,574</u>
Nonoperating Revenues (Expenses)		
Transfer From General Fund	32,000	130,000
Interest on Investments	4,368	9,408
Interest and Fiscal Charges	(165,707)	(173,916)
Operating Subsidy for GRTC	-	(226,161)
Miscellaneous	726	8,680
Net Nonoperating Expenses	<u>(128,613)</u>	<u>(251,989)</u>
Net Income (Loss)	<u><u>\$138,670</u></u>	<u><u>(\$67,415)</u></u>

**CITY OF ROANOKE, VIRGINIA
HOTEL ROANOKE CONFERENCE CENTER FUND
COMPARATIVE INCOME STATEMENT
FOR THE 4 MONTHS ENDING OCTOBER 31, 2001**

	FY 2002			FY 2001
	COMMISSION (1)	CONFERENCE CENTER (2)	TOTAL	
Operating Revenues				
Conference Center	\$ -	\$ 1,082,200	\$ 1,082,200	\$ 1,270,784
Total Operating Revenues	<u>-</u>	<u>1,082,200</u>	<u>1,082,200</u>	<u>1,270,784</u>
Operating Expenses				
Personal Services	31,705	-	31,705	30,513
Fees for Professional Services	22,864	-	22,864	18,439
Administrative Expenses	35,227	-	35,227	760
Conference Center	-	863,421	863,421	919,777
Total Operating Expenses	<u>89,796</u>	<u>863,421</u>	<u>953,217</u>	<u>969,489</u>
Net Operating Income (Loss)	<u>(89,796)</u>	<u>218,779</u>	<u>128,983</u>	<u>301,295</u>
Nonoperating Revenues (Expenses)				
Contributions from City of Roanoke	87,500	-	87,500	87,500
Contributions from Virginia Tech	87,500	-	87,500	87,500
Interest on Investments	48,958	-	48,958	16,796
Rent, Taxes, Insurance, and Other	-	(5,830)	(5,830)	(11,879)
Net Nonoperating Revenues (Expenses)	<u>223,958</u>	<u>(5,830)</u>	<u>218,128</u>	<u>179,917</u>
Net Income Before Depreciation	<u>134,162</u>	<u>212,949</u>	<u>347,111</u>	<u>481,212</u>
Depreciation Expense/Replacement Reserve	151,530	54,111	205,641	215,242
Net Income (Loss)	<u>\$ (17,368)</u>	<u>\$ 158,838</u>	<u>\$ 141,470</u>	<u>\$ 265,970</u>

Notes to Financial Statement:

- (1) The column entitled "Commission" represents Commission activity in the City's financial records.
 (2) The column entitled "Conference Center" represents actual revenue and expenses of the Conference Center, as provided by Doubletree Management.

**CITY OF ROANOKE, VIRGINIA
INTERNAL SERVICE FUNDS
COMPARATIVE INCOME STATEMENT
FOR THE 4 MONTHS ENDING OCTOBER 31, 2001**

	Department of Technology	Materials Control	Fleet Management	Risk Management	TOTALS	
					FY 2002	FY 2001
Operating Revenues						
Charges for Services	\$1,397,424	\$220,155	\$1,124,148	\$3,445,428	\$6,187,155	\$5,545,866
Total Operating Revenues	1,397,424	220,155	1,124,148	3,445,428	6,187,155	5,545,866
Operating Expenses						
Personal Services	740,041	22,772	438,869	60,200	1,261,882	1,199,268
Operating Expenses	541,589	205,820	305,404	3,414,543	4,467,356	3,570,903
Depreciation	172,141	-	645,397	-	817,538	755,620
Total Operating Expenses	1,453,771	228,592	1,389,670	3,474,743	6,548,776	5,525,791
Operating Income (Loss)	(56,347)	(8,437)	(265,522)	(29,315)	(359,621)	20,075
Nonoperating Revenues (Expenses)						
Interest Revenue	53,098	-	12,633	131,869	197,600	336,727
Interest Expense	(5,090)	-	(17,352)	-	(22,442)	-
Transfers To Other Funds	-	-	-	-	-	(100,000)
Transfers From Other Funds	2,371,623	-	421,820	-	2,793,443	-
Other Revenue	10,184	1,989	-	-	12,173	-
Net Nonoperating Revenues	2,429,815	1,989	417,101	131,869	2,980,774	236,727
Net Income (Loss)	\$2,373,468	(\$8,448)	\$151,579	\$102,554	\$2,621,153	\$256,802

CITY OF ROANOKE, VIRGINIA
CITY TREASURER'S OFFICE
GENERAL STATEMENT OF ACCOUNTABILITY
FOR THE MONTH ENDED OCTOBER 31, 2001

TO THE DIRECTOR OF FINANCE:

GENERAL STATEMENT OF ACCOUNTABILITY OF THE CITY TREASURER OF THE CITY OF ROANOKE, VIRGINIA FOR
THE FUNDS OF SAID CITY FOR THE MONTH ENDED OCTOBER 31, 2001.

FUND	BALANCE AT SEPT 30, 2001	RECEIPTS	DISBURSEMENTS	BALANCE AT OCT 31, 2001	BALANCE AT OCT 31, 2000
GENERAL	\$3,344,383.15	\$21,889,598.84	\$23,446,956.24	\$1,787,025.75	\$9,744,806.94
WATER	6,083,272.53	604,413.63	354,827.53	6,332,858.63	6,837,671.06
SEWAGE	6,863,748.15	2,179,013.75	1,750,613.98	7,292,147.92	7,281,706.00
CIVIC CENTER	926,530.63	73,429.42	352,397.32	647,562.73	802,313.84
TRANSPORTATION	157,617.79	201,445.36	48,096.31	310,966.84	134,458.37
CAPITAL PROJECTS	33,493,064.15	4,012,949.52	1,369,308.97	36,136,704.70	45,871,301.51
CONFERENCE CENTER	4,479,214.58	50,221.15	416,664.45	4,112,771.28	813,736.46
RKE VALLEY DETENTION COMM	4,320,001.04	193,149.52	270,718.70	4,242,431.86	4,289,169.21
DEBT SERVICE	11,546,482.53	1,767,037.99	0.00	13,313,520.52	10,871,864.96
DEPT OF TECHNOLOGY	4,457,223.30	2,481,846.29	963,984.90	5,975,084.69	4,114,650.23
MATERIALS CONTROL	225,413.45	110,917.78	111,290.24	225,040.99	29,423.58
MANAGEMENT SERVICES	0.00	0.00	0.00	0.00	154,368.13
FLEET MANAGEMENT	425,252.39	851,461.93	89,144.62	1,187,569.70	1,133,711.04
PAYROLL	(11,533,954.52)	14,633,164.56	14,787,665.41	(11,688,455.37)	(11,385,506.28)
RISK MANAGEMENT	12,145,710.07	588,636.62	590,596.04	12,143,750.65	11,372,238.05
PENSION	1,459,019.21	491,297.92	1,229,767.48	720,549.67	595,543.44
SCHOOL FUND	12,802,429.49	4,053,008.09	5,660,984.35	11,194,453.23	12,536,681.11
SCHOOL CAPITAL PROJECTS	(1,062,002.67)	0.00	306,337.69	(1,368,340.36)	(2,963,315.35)
SCHOOL FOOD SERVICE	86,841.99	334,313.75	627,063.09	(205,907.35)	(460,115.44)
FDETC	25,230.98	224,989.86	204,418.97	45,801.87	43,449.16
GRANT	602,763.00	731,177.83	228,883.18	1,105,057.65	638,187.84
TOTAL	\$90,848,241.24	\$55,472,073.81	\$52,809,719.45	\$93,510,595.60	\$102,456,343.86

CERTIFICATE

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE STATEMENT OF MY ACCOUNTABILITY TO THE CITY OF ROANOKE, VIRGINIA, FOR THE FUNDS OF THE VARIOUS ACCOUNTS THEREOF FOR THE MONTH ENDED OCTOBER 31, 2001.
THAT SAID FOREGOING:

CASH:

CASH IN HAND \$9,586.17
CASH IN BANK 1,463,593.74

INVESTMENTS ACQUIRED FROM COMPETITIVE PROPOSALS:

COMMERCIAL HIGH PERFORMANCE MONEY MARKET 4,544,625.62
COMMERCIAL PAPER 20,061,532.38
LOCAL GOVERNMENT INVESTMENT POOL 26,869,798.61
MONEY MANAGEMENT ACCOUNT 10,000,000.00
REPURCHASE AGREEMENTS 15,000,000.00
STATE NON-ARBITRAGE PROGRAM (U.S. SECURITIES, COMMERCIAL PAPER) 443,669.39
VIRGINIA AIM PROGRAM (U. S. SECURITIES) 15,117,789.69
TOTAL \$93,510,595.60

DATE: NOVEMBER 16, 2001


DAVID C. ANDERSON, TREASURER

**CITY OF ROANOKE PENSION PLAN
STATEMENT OF CHANGES IN PLAN NET ASSETS
FOR THE 4 MONTHS ENDED OCTOBER 31, 2001**

	<u>FY 2002</u>	<u>FY 2001</u>
Additions:		
Employer Contributions	\$1,244,973	\$1,262,075
Investment Income		
Net Appreciation (Depreciation) in Fair Value of Investments	(18,757,717)	(1,350,414)
Interest and Dividend Income	876,902	1,574,721
Total Investment Income (Loss)	(17,880,815)	224,307
Less Investment Expense	(27,521) (1)	(17,009) (2)
Net Investment Income (Loss)	(17,853,294)	241,316
Total Additions (Deductions)	<u>(16,608,321)</u>	<u>1,503,391</u>
 Deductions		
Benefits Paid to Participants	\$4,852,837	\$4,232,802
Administrative Expenses	16,223	25,612
Total Deductions	<u>4,869,060</u>	<u>4,258,414</u>
Net Increase (Decrease)	(21,477,381)	(2,755,023)
 Net Assets Held in Trust for Pension Benefits:		
Fund Balance July 1	328,337,980	350,929,145
Fund balance October 31	<u>\$304,860,599</u>	<u>\$348,174,122</u>

(1) Reversal of accruals made at June 30, 2001

(2) Reversal of accruals made at June 30, 2000

**CITY OF ROANOKE PENSION PLAN
BALANCE SHEET
OCTOBER 31, 2001**

	<u>FY 2002</u>	<u>FY 2001</u>
Assets		
Cash	\$678,132	\$595,310
Investments, at Fair Value	305,401,496	348,636,826
Due from Other Funds	2,070	2,850
Other Assets	5,434	5,097
Total Assets	<u>\$306,087,132</u>	<u>\$349,240,083</u>
Liabilities and Fund Balance		
Liabilities:		
Due to Other Funds	\$1,224,792	\$1,064,308
Accounts Payable	1,741	1,655
Total Liabilities	<u>1,226,533</u>	<u>1,065,963</u>
Fund Balance:		
Fund Balance, July 1	326,337,980	350,929,145
Net Gain (Loss) - Year to Date	(21,477,381)	(2,755,023)
Total Fund Balance	<u>304,860,599</u>	<u>348,174,122</u>
Total Liabilities and Fund Balance	<u>\$306,087,132</u>	<u>\$349,240,083</u>

6.B.2.

CITY OF ROANOKE
DEPARTMENT OF FINANCE

215 Church Avenue, S.W., Room 461
P. O. Box 1220
Roanoke, Virginia 24006-1220
Telephone: (540) 853-2821
Fax: (540) 853-2940

JAMES D. GRISSO
Director of Finance

JESSE A. HALL
Deputy Director

December 3, 2001

Honorable Ralph K. Smith, Mayor
Honorable William H. Carder, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable C. Nelson Harris, Council Member
Honorable W. Alvin Hudson, Jr., Council Member
Honorable William White, Sr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of Council:

We are very pleased to present our audited fiscal year 2001 Comprehensive Annual Financial Reports for the City of Roanoke and the City of Roanoke Pension Plan. Both documents have unqualified (the best) opinions from our external auditors, KPMG, LLP.

The audited General Fund fund balance at June 30, 2001 designated for the Capital Maintenance and Equipment Replacement Program (CMERP) is \$6,585,034, the same as reported to you on August 20, 2001. Of this balance, \$814,204 is designated for use by our Schools. Additionally, \$316,300 of this balance was carried forward from the fiscal year 2000 CMERP. The audited School CMERP of \$557,872 is likewise unchanged.

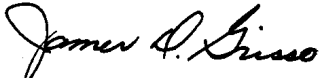
A special thank you for leadership in financial reporting goes to Mr. Jesse A. Hall, Deputy Director of Finance, Ms. Ann Shawver, Manager of Accounting Services, Ms. Tammy Todd, Financial Systems Accountant, Ms. Debra Caldwell, Retirement Administrator, Mr. Harold Harless, Retirement Accountant, Ms. Gloria Deese, Retirement Account Technician, Ms. Patti Saunders, former Finance Administrative Secretary, Ms. Connie Goodman, Acting Finance Administrative Secretary, Mr. Chris Slone, Director of Communications, Ms. Linda Bass, Economic Development Specialist, and the entire Department of Finance staff for their professional and dedicated work in the preparation of these complex Annual Financial Reports.

Honorable Mayor and Members
of City Council
December 3, 2001

Page 2

I would be pleased to answer any questions you may have regarding the two Annual Financial Reports.

Sincerely,



James D. Grisso
Director of Finance

JDG:g
Enclosures

c: Darlene L. Burcham, City Manager
William M. Hackworth, City Attorney
Mary F. Parker, City Clerk
Will Claytor, Director, Real Estate Valuation
Drew Harman, Municipal Auditor
Arthur B. Crush, III, Clerk of Circuit Court
David C. Anderson, Treasurer
George M. McMillian, Sheriff
Donald S. Caldwell, Commonwealth's Attorney
Sherman A. Holland, Commissioner of the Revenue
George C. Snead, Jr., Assistant City Manager for Operations
Rolanda Johnson, Assistant City Manager for Community Development
Wayne Harris, Superintendent of Schools
Richard Kelley, Assistant Superintendent of Operations

W4N

THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION naming The Reverend Edward T. Burton Citizen of the Year 2001 for the City of Roanoke.

WHEREAS, Reverend Burton, a native of Richmond, Virginia, received his Bachelor of Arts and Master of Divinity degrees from Virginia Union University in Richmond, his Doctor of Ministry degree from Luther Rice Seminary in Jacksonville, Florida, and his Honorable Doctor of Divinity degree from Virginia Seminary and College in Lynchburg.

WHEREAS, Reverend Burton has demonstrated a heartfelt interest higher education and for the advancement of minorities in the Roanoke Valley and has helped resolve controversial neighborhood and community issues by working hand-in-hand with City government and its Police Department.

WHEREAS, Reverend Burton has been the pastor for Sweet Union Baptist Church for approximately 42 years, where he has shown exemplary dedication in ministering and caring for the needs of each member of his 450-member congregation.

WHEREAS, Reverend Burton currently serves as chaplain for Roanoke Fire and Emergency Medical Services.

WHEREAS, Reverend Burton is a member of the Board of Managers of Virginia Seminary and College, former president of the Virginia Baptist State Convention, past president of the Valley Ministers' Conference and Baptist Pastors' Conference of Roanoke, past moderator of Valley Baptist Association, and is a life member of the National Association for the Advancement of Colored People.

WHEREAS, Reverend Burton received the Leadership in Diversity Award from the United Way in 2000, and the Distinguished Service Award from the Roanoke Jaycees.

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke as follows:

1. The Reverend Edward T. Burton be named Citizen of the Year for the year 2001 in the City of Roanoke, Virginia.
2. The City Clerk is directed to transmit an attested copy of this resolution to The Reverend Edward T. Burton.

ATTEST:

City Clerk.

H:\MEASURES\citizenofyearburton.1

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10.B.

December 3, 2001

<u>Committee</u>	<u>Vacancy Of</u>	<u>Date of Assignment</u>	<u>Assigned To</u>
Advisory Board of Human Resources (See application attached)	Anita J. Price	October 18, 2001	Ms. Wyatt
City of Roanoke Transportation Safety Commission	James L. Phillips	August 21, 2000	Mr. Bestpitch
City of Roanoke Transportation Safety Commission	Troy M. White	April 16, 2001	Mr. Harris
City of Roanoke Transportation Safety Commission	Dawn T. Erdman	April 16, 2001	Mr. Hudson
City of Roanoke Transportation Safety Commission	Jerry Caldwell	April 16, 2001	Mr. White
Flood Plain Committee	R. H. Bennett, Jr.	Pre July 1, 2000	Mr. White
Flood Plain Committee	Willard N. Claytor	July 2, 2001	Mr. White
Property Maintenance Code Board of Appeals (The City Attorney is researching the question of consolidating/abolishing the Property Maintenance Code Board of Appeals, the Board of Fire Appeals and the Building Code Board of Appeals.)	Ralph K. Smith	July 3, 2000	Mr. Carder
Roanoke Neighborhood Partnership Steering Committee	Barbara N. Duerk	October 18, 2001	Mr. Carder
Roanoke Neighborhood Partnership Steering Committee	S. Elaina Loritts	October 18, 2001	Mr. Hudson
Roanoke Neighborhood Partnership Steering Committee	Allen T. Wilson	October 18, 2001	Ms. Wyatt

Vacancy on the Advisory Board of Human Development created by the ineligibility of Bernice Jones to serve another term.

Expiration of the three year term of office of Dolores Johns as a member of the Blue Ridge Behavioral Healthcare Board of Directors on December 31, 2001. (Ms. Johns has attended 11 meetings out of a total of 21. See attached communication dated November 5, 2001, from S. James Sikkema, Executive Director, Blue Ridge Behavioral Healthcare.)

Expiration of the one year term of office of Glenn D. Radcliffe as the City's representative to the Fifth Planning District Disability Board on January 31, 2002. (Mr. Radcliffe has attended one meeting out of a total of eight; however, Carol Wright, Human Development Coordinator, has attended as his designee.)

Expiration of the one year term of office of Vickie F. Briggs as the City's representative to the League of Older Americans Advisory Board on February 28, 2002. (Ms. Briggs has attended five meetings out of a total of seven.)

Memorandum from Michael L. Ramsey, Chair, Roanoke Public Library Board, advising of the inability of Eugene Wirt to attend meetings of the Board. Mr. Wirt's term of office expires on June 30, 2002.

2001 15:34

P.02 10.b

RECEIVED
CLERKS OFFICE

01 NOV 13 P3:49

CITY OF ROANOKE APPLICATION FOR APPOINTMENT

The following biographical information has been requested by the Roanoke City Council on each nominee for Council appointment. When completed, please return to Mary F. Parker, City Clerk, Room 456, Noel C. Taylor Municipal Building, 215 Church Avenue, S.W., Roanoke, Virginia 24011-1538. You may fax copy to 853-1145 or e-mail to clerk@ci.roanoke.va.us.

Authority, Board,
Commission or
Committee:

Advisory Board of Human Development

Name:

Cheri W. Hartman, Ph.D.

Home address:

2423 Stanley Ave

(Street Name)

Roanoke, VA 24014 540-985-0151

(City/Zip)

(Telephone Number)

City Resident ☒

Non-City Resident ☐

(Please Check One)

E-mail Address:

chartman@fsrv.org

Length of time
at present address:

19 years (since May, 1982)

Are you over the age of 18?

Yes

AWARDS

Education:

Ph. D. in Educational Psychology
(Courses were in Human Development)

Civic Activities:
(Office(s) held, honors, etc.)

Board member of: Blue Ridge Behavioral
Health Care; Council of Community
Services; Junior League of Roanoke Valley;
Mental Health Volunteer of the Year (1985, 1994); Jaycees'
Outstanding Young Woman, 1988; Community Affairs Mother of the
Year, 1989; Family Service's Outstanding Community Volunteer, 1996;
Va. Assoc. Partners' in Education Partnership Award, 2001.
Availability of
time to devote to
this function: Best times: before 10:00 am; after 1 pm;
not available Monday afternoons; will work
evenings; will make time for this commitment.

Present employment
position:

Director, Youth Development, Family Service
of Roanoke Valley

Business address:

360 Campbell Avenue
(Street name)

Roanoke, Va 24016 540-563-5316
(City/Zip) (Telephone Number)

Firm:

Family Service of Roanoke Valley

Date Employed:

July 1, 1996 to current time

P.04

Previous employment: Director, Teen Outreach Program
(Position, Firm, Location, Date) Council of Community Services
Roanoke, VA 7/1/94 - 6/30/96

List special items which might qualify you for this appointment:

My training, volunteer experience and work have included
planning & implementing Services for infants, youth and the
elderly, including special needs & high risk populations.

Why are you interested in serving as a member of this board, committee or commission?

As a citizen of Roanoke it would be a privilege to apply
my professional background & civic experience to Roanoke
City's human development services.

11/12/01
Date

Linda F. Wyatt
Signature (Nominee or Nominator)

City Clerk's Office



**Blue Ridge
Behavioral
Healthcare**

RECEIVED
CITY CLERKS OFFICE

William L. Lee *Chairman*
Meredith B. Wald *Vice Chairman*
John M. Hudgins, Jr. *Treasurer*
Rita J. Gliniecki *Secretary*
Executive Director
S. James Sikkema, LCSW

01 NOV 20 12:01

November 5, 2001

Ms. Darlene L. Burcham
City Manager
City of Roanoke
215 Church Avenue, SW
Roanoke, VA 24011

Dear Ms. Burcham:

According to our records, Dr. Dolores Johns' second term of appointment to the Blue Ridge Behavioral Healthcare Board of Directors as a representative of the City of Roanoke will expire on December 31, 2001. Dr. Johns has served this Board and the citizens of Roanoke faithfully and well, and has agreed to continue to serve upon reappointment.

According to § 37.1-196 of the Code of Virginia, as amended in 1998, Community Services Board members are now eligible for three full three-year terms. We respectfully request that the Roanoke City Council reappoint Dolores Johns for her third term, beginning January 1, 2002 and running through December 31, 2004. Dr. Johns is a valuable community resource whose presence would surely be missed on our Board.

Sincerely,

S. James Sikkema
Executive Director

C: The Honorable Ralph K. Smith, Mayor
Mary F. Parker, City Clerk
Dr. Dolores Johns

Executive Offices 301 Elm Avenue SW Roanoke, Virginia 24016-4001 (540) 345-9841 Fax (540) 345-6891

The Community Services Board serving the Cities of Roanoke and Salem, and the Counties of Botetourt, Craig and Roanoke

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ROANOKE PUBLIC LIBRARY ADVISORY BOARD

706 S. Jefferson Street
Roanoke, Virginia 24016-5191

RECEIVED
CITY CLERKS OFFICE

'01 NOV 16 10:52

Michael L. Ramsey
President

Memorandum

TO: Mary Parker, City Clerk
City of Roanoke

FROM: Michael L. Ramsey

IN RE: Roanoke Public Library Advisory Board

DATE: 14 November 2001

It is with deep regret that I must ask you to replace Mr. Eugene Wirt as a member of the Roanoke Public Library Advisory Board. Mr. Wirt was appointed in February 2000 and has not been able to attend any meetings because of being extremely ill. Mr. Wirt's appointed term ended on June 30, 2001 and as of today, I have not received notice of his re-appointment.

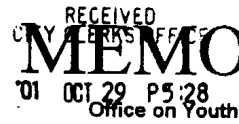
Because these are important times for the Roanoke Public Library, it is imperative that this Library Board appointment be filled as soon as possible.

Thank you.



007 CDV2221 1 1 1

548 8531252 P.02



DATE: October 15, 2001

TO: Mary F. Parker, City Clerk
Stephanie Moon, Deputy City Clerk

FROM: Marion Vaughn-Howard, Program Manager

SUBJECT: Youth Services Citizen Board Membership

This is to provide you with the names of several individuals who were appointed to the Youth Services Citizen Board and have not attended a meeting in the last year. A letter was sent to each of them requesting that they let me know whether they are interested in continuing to serve on the Board. To date, they have not responded.

Please advise City Council that this is my official notification that the following individuals should no longer be considered as Youth Services Citizen Board Members:

- Ms. Carolyn Word
- Mr. Patrick Shumate
- Mr. Duane Kavka
- Ms. Jenna Decker

Ms. Sara Lee, one of the student appointees, is presently attending college and is unable to serve. The following name is being submitted to take her place:

- Jamaal Jackson
801 10th Street, N. W.
Roanoke, VA 24016
(540) 982-4292

Thank you for your continued support.

pr

OCT-29-2001 14:03

040 8531252 P.03



OCT 29 P5:24

CITY OF ROANOKE APPLICATION FOR APPOINTMENT

The following biographical information has been requested by the Roanoke City Council on each nominee for Council appointment. When completed, please return to Mary F. Parker, City Clerk, Room 456, Noel C. Taylor Municipal Building, 215 Church Avenue, S.W., Roanoke, Virginia 24011-1538. You may fax copy to 853-1145 or e-mail to clerk@ci.roanoke.va.us.

Authority, Board,
Commission or
Committee:

Youth Services Citizen Bd.

Name:

Mr. Jamaal Jackson

Home address:

801 10th St. N.W.
(Street Name)

Roanoke, VA 24016 (540) 982-4292
(City/Zip) (Telephone Number)

City Resident ☒ Non-City Resident ☐
(Please Check One)

E-mail Address:

Length of time
at present address:

Are you over the age of 18? no

LA 00000001 1-1-00

JKHN 2

P.04

Education:

Student: Wm. Fleming

Civic Activities:
(Office(s) held, honors, etc.)

Youth Services Advisory Committee

**Availability of
time to devote to
this function:**

Present employment position:

Business address:

(Street name)

(City/Zip)

(Telephone Number)

Firma:

Date Employed:

Previous employment:

(Position, Firm, Location, Date)

List special items which might qualify you for this appointment:

Jamall has been a faithful volunteer on the
Youth Advisory Committee for the YSCB. He has
attended YSCB meetings & is a good resource &
volunteer. He would like to make a difference/contribute to the community.
Why are you interested in serving as a member of this board, committee or
commission?

Date

Signature (Nominee or Nominator)

City Clerk's Office

OCT-29-01 10:00 AM Wang and Barbara Duerk

DATE: October 29, 2001
TO: Ralph K. Smith, Mayor
Members of Council
RE: Roanoke Neighborhood Partnership
Steering Committee Appointments
FROM: Barbara Duerk, Chair

Dear Mayor and Members of Council,

The By-laws of the RNP Steering Committee states "the Partnership is an action-oriented coalition of neighborhoods, businesses and Roanoke City Government working to preserve and improve the quality of living in Roanoke. The Partnership shall accomplish this purpose by acting as a liaison between independent neighborhood organizations and the public, private, and nonprofit/voluntary sectors."

"Term of Office in the bylaws states members of the Steering Committee shall be appointed to an initial one (1) year term. At the end of the initial term each member is eligible to serve two additional three (3) year terms as recommended by the full Steering Committee and approved by the City Council of Roanoke with the term to commence after the adjournment of the annual meeting....Thereafter, any member may serve additional one (1) year terms as recommended....."

November is quickly approaching. Is City Council going to advertise for citizens to apply for membership on the RNP Steering Committee? Currently we need the following skills to support neighborhood request:
Banker
Lawyer
Public Relations
Marketing, Advertising
Building Better Boards

Robert Tourcotte is interested in being a member of the Steering Committee. Anne Lemon and B.T. Fitzpatrick have served on our Budget and Grants committee.

Attendance at monthly Steering Committee meetings and serving on an ACTION TEAM are required. Time expectation starts at 10 hours a month.

I look forward to talking with you about the expertise needed on the Steering Committee.



Press “Ctrl n” to go straight to agenda item.